

Museums

National Endowment
for the Arts

Fiscal Year 1978

Contents

The National Endowment for the Arts is an independent agency of the Federal Government created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the 26 Presidentially-appointed members of the National Council on the Arts.

The Museum Program is one of twelve major Program areas. Information about the Endowment and its other Programs is contained in the Endowment's "Guide to Programs" which is available from the Program Information Office (Mail Stop 550), National Endowment for the Arts, Washington, D.C. 20506.

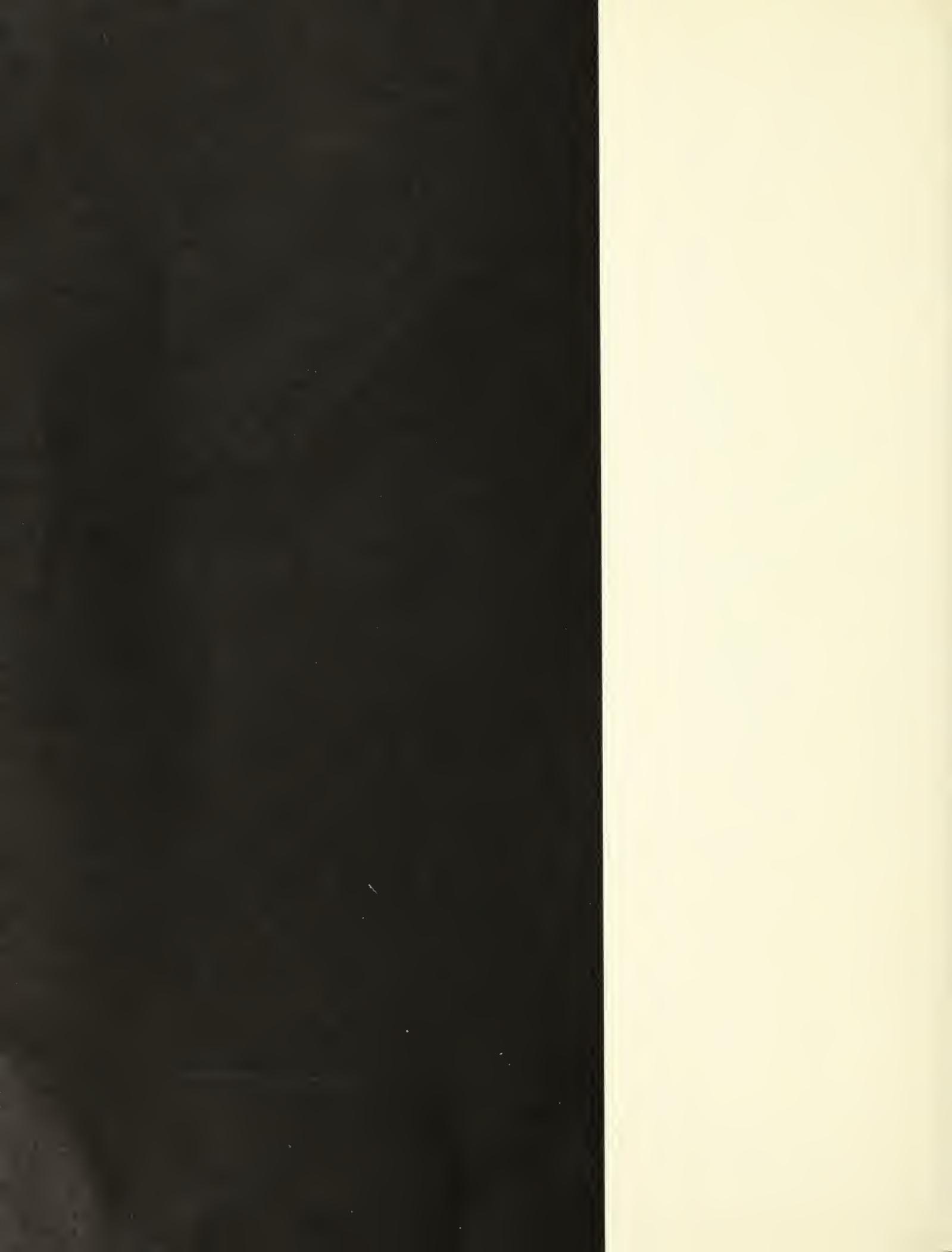
Museums may be especially interested in the Architecture & Environmental Arts, Dance, Expansion Arts, Music, Public Media, Theatre, Special Projects and Visual Arts Programs.

July 1976

Questions should be directed to Museum Program (Mail Stop 502), National Endowment for the Arts, Washington, D.C. 20506 (202) 634-6164.

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Introduction

The Museum Program of the National Endowment for the Arts was designed by museum professionals to meet the needs of the museum field. It is guided by a Museum Advisory Panel, composed primarily of museum professionals. This Panel reviews all applications. It makes policy recommendations to the Chairman of the Endowment. It also recommends priorities for funding within the Program. Because the Museum Program is under constant review by the Panel, the language of the guidelines and the emphasis on certain categories are changed to keep the Program as closely aligned as possible to the changing needs of American museums. The Panel and staff rely heavily on advice from the field in order to serve the field better.

From its inception the Museum Program has been guided by three basic policy decisions which have been reaffirmed by subsequent Panels.

- The Program should be a responsive program. Its function is to react to requests and not to initiate projects. It is not to be unduly bound by its own guidelines, but it should remain flexible enough to encompass any worthwhile project.
- The quality of projects which are of regional or national importance should be the major criterion in evaluating applications. The nature of the project rather than the size or location of the applicant institution must be the deciding factor.
- The Program should be open to all museums for projects consistent with the legislation of the National Endowment for the Arts. Art, history, science, children's museums or any combination are equally eligible to apply and to receive funds.

The Museum Program was developed to assist museums in carrying out the major functions of exhibition, preservation, interpretation and acquisition through a variety of categories of support. In addition, the Museum Program has sought to make its program of assistance administratively responsive to museums' schedules. Deadlines have been established to conform to general practices.

The Museum Program is structured to meet the *ongoing needs* of museums by:

● **Responding to Increased Demands for Services**

Aid to Special Exhibitions
Utilization of Museum Collections
Catalogue
Museum Education
Cooperative Programs
Visiting Specialists

● **Training and Developing Professional Staff**

Museum Training
Fellowships for Museum Professionals
Conservation/Training

● **Preserving our Cultural Heritage**

Conservation/Assistance for
Conservation of Collections
Conservation/Regional Laboratories
Renovation (Climate Control, Security,
Storage)

In addition, support is offered for the purchase of works of art by contemporary American artists through the *Museum Purchase Plan* and for organizations which provide technical assistance, information and other services through *Services to the Field*.

The Endowment will consider proposals for specific projects which do not fit into any one or a combination of the programs listed. See *General Programs*, page 11.

Applications cannot be accepted for operating expenses, new construction, establishing new museums, or the acquisition of works by other than living American artists. All such applications will be returned.

The Museum Program Guidelines represent a continuing development of a program designed to be broadly responsive to the needs of museums. The two principal changes from the Fiscal 1977 Guidelines have developed as a result of experience gained from the field.

First, there are two new categories: **Cooperative Programs** and **Museum Education**. These replace the former category of "Wider Availability of Museums". The Museum Advisory Panel recommended this action in light of the experience that has been gained over the past several years under "Wider Availability of Museums". Grant activities under "Wider Availability of Museums" have tended to fall into these two important areas of concern. The Panel felt that additional emphasis and more definition was needed to alert the field to the kinds of activities that would be supported.

Second, there is an increased emphasis on efforts to develop stronger working relationships between museums and state or regional arts agencies. To accomplish this purpose, the pilot effort for "Technical Assistance" (which appeared in last year's guidelines under "Visiting Specialists and Technical Assistance") has been transferred to **Cooperative Programs**. Some examples of projects eligible for funding under this category are: 1) providing personnel on state arts agency staffs to work with planning activities to promote mutual cooperation and 2) a meeting to discuss concerns and needs of museums in a state. In addition, state and regional arts agencies are encouraged to participate in other categories in the Museum Program such as *Aid to Special Exhibitions* (touring of a museum exhibition throughout the state or region); *Catalogue* (cataloguing of all museum collections in a state or region); and, *Conservation* (using a state arts agency to represent a consortium of museums).

Application Deadlines**Other Federal Programs
for Museums**

Category	Application Deadline	Notification Date	Earliest Begining Project Date	
Aid to Special Exhibitions	January 3	June	July	National Endowment for the Humanities
Museum Purchase Plan	1977	1977	1977	Division of Public Programs
Cooperative Programs				Museums and Historical Organizations Program
Museum Education				Washington, D.C. 20506 (202) 382-5714
Utilization of Museum Collections	April 4	October	November	National Museum Act
Catalogue	1977	1977	1977	Smithsonian Institution
Conservation	July 1	December	January	Washington, D.C. 20560
Renovation (Climate Control, Security, Storage)	1977	1977	1978	(202) 381-6581
Museum Training				National Science Foundation
Services to the Field	October 3	March	April	Washington, D.C. 20550
Fellowships for Museum Professionals	1977	1978	1978	(202) 632-5722
Visiting Specialists				
General Programs				Applications accepted throughout the year and reviewed quarterly.

Please Note

The Museum Advisory Panel has adopted the following policy concerning applications:

- Applications within a given category are reviewed as a group without reference to applications in other categories so that an institution will not be "competing against itself" by submitting applications in more than one category.
- Multiple applications within one category are not discouraged, with the exception of Museum Purchase Plan. Applicants who intend to make more than one application per category are urged to submit only those that the institution feels are most important. Insofar as limited funds permit, the Panel will support more than one project of high quality from a single institution or group of institutions in a particular category.
- The Panel has reaffirmed its desire for the Museum Program to be responsive to any and all appropriate applications consistent with the legislation of the National Endowment

for the Arts from all museums without regard to size, location or discipline (science, history, art, children's or combinations are equally eligible).

Applications cannot be accepted after their appropriate deadline date unless an extension has been granted. Requests for an extension must be made prior to the appropriate deadline date and must be based on extenuating circumstances.

Supplementary Information Sheets must be submitted with applications under the following categories: *Aid to Special Exhibitions, Museum Purchase Plan and Fellowships for Museum Professionals*. Applications under these categories are not considered complete unless the Supplementary Information Sheets are submitted. These forms are on pages 39-44.

In addition, please type the name, title, and telephone number of the authorizing official(s), project director, and payee under the signatures on the last page of the application.

See pages 15 to 18 for detailed instructions on completing application forms.

Aid to Special Exhibitions**Deadline:** January 3, 1977

This program category provides matching grants to organize temporary exhibitions of aesthetic and cultural significance. Matching grants are available, especially to smaller museums, to borrow exhibitions organized by other museums. Expenses for planning and organizing the exhibition, catalogue, services of an outside specialist, shipping, insurance on domestic loans, and related events (excluding costs of opening reception) may be included in the total budget.

For touring exhibitions, the applicant (organizing institution) must indicate on the Supplementary Information Sheets how rental fees will be reduced if an Endowment grant is awarded. If a museum borrows an exhibition that was funded by an Endowment grant, the applicant may include costs for installation and related events but *not* the rental fee. If, however, a museum borrows an exhibition that was not initially funded under an Endowment grant, it may include costs for installation, related events and the rental fee.

The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes Federal indemnification for exhibitions in the United States (involving borrowed foreign objects), or elsewhere if part of an exchange. For further information, contact the Executive Secretary, Federal Council on the Arts and the Humanities (Mail Stop 611), Washington, D.C. 20506, (202) 634-6057.

Please Note

- Applications for exhibitions of the permanent collection should be submitted under the *Utilization of Museum Collections* category.
- Applicants requesting support for competitive exhibitions are encouraged to waive entry fees.

Museum Purchase Plan**Deadline:** January 3, 1977**Deadline and Announcement Date**

Applications and Supplementary Information Sheets must be post-marked no later than January 3, 1977. Notices of approval or rejection will not be sent before June 1977.

Grant Period

A grant period of one year is allowed. Projects, which may include initial planning, should not be scheduled to begin earlier than July 1977.

General Range of Grants

Up to \$75,000 for organizing institutions. Up to \$20,000 for participating institutions. Grant amounts exceeding \$30,000 will generally be made through the Treasury Fund Method (see page 13).

How to Apply

1. If a grant is awarded for an exhibition that includes catalogues, the grantee is required to deposit 80 complimentary copies of the catalogue with the United States Information Agency for distribution to their libraries abroad. Applicants are requested to make appropriate adjustment for the 80 copies in the budget.
2. Please be sure to complete and return with your application the *Aid to Special Exhibitions Supplementary Information Sheets*. (See page 39.)

This program category provides matching grants of \$5,000, \$10,000, \$15,000 or \$20,000 to museums for the purchase of works by living American artists. The objectives of the program are to encourage museums to add to their collections of contemporary American art, to create and expand public response to works by living artists through display of their works, to raise new funds for this purpose specifically, and to provide direct financial assistance for artists.

Works in all media may be purchased: paintings, sculptures, photographs, graphics, folk arts, crafts, industrial designs, costume and fashion designs, and film prints by independent filmmakers. Applications are to be limited to one application from each museum per fiscal year. The application may include support of acquisitions of different media.

Please Note

- The grant and matching funds must be used for the direct costs of purchasing two or more works by living American artists. Insurance, crating, shipping, installation, salaries and travel costs are not to be included.
- Museum may apply for a \$5,000, \$10,000, \$15,000 or \$20,000 grant. The funds must be *matched* on a dollar-for-dollar basis from new money raised during the grant period specifically for this purpose. Matching funds must not come from already budgeted funds and must be from non-Federal sources.
- Museums receiving acquisition funds agree that no work of art purchased under the *Museum Purchase Plan* will be de-accessioned or otherwise disposed of during the life-time of the artist except by exchange to the artist for another work or works.

Deadline and Announcement Date

Applications and Supplementary Information Sheets must be post-marked no later than January 3, 1977. Notices of approval or rejection will not be sent before June 1977.

Cooperative Programs
Deadline: January 3, 1977

Grant Period

The grant period will be from July 1, 1977 through June 30, 1978. If more time is needed the grant period may extend through June 30, 1979. Projects should not be scheduled to begin earlier than July 1977. Also, the new funds raised specifically for the purpose of matching this grant may not be received before the beginning of the project. Applicants may wish to identify possible sources of new funds on their applications.

How to Apply

1. Previous *Museum Purchase Plan* recipients are eligible provided a final report on an earlier grant has been submitted to the Museum Program. If a final report has not been submitted, a copy must be submitted with the application.
2. Be sure to complete and return with your application the *Museum Purchase Plan Supplementary Information Sheet*. (See page 43.)

This category is designed to assist and promote cooperative endeavors between museums, groups of museums, museums and state or regional arts agencies or similar organizations. The program is broadly conceived and is limited only by the needs of the applicant(s) and by the appropriateness of the project to the region or group of museums to be served. Applicants are urged in each case to explain clearly the nature of the cooperative venture, to provide assurances from all participants of their cooperation, and to estimate the benefits that will accrue from the cooperative program.

Some possible areas of cooperation might include:

- Extended loans from one museum to another. Support can be provided for costs of preparing the objects for travel, for shipping and insurance and for related costs such as staff time and travel.
- Sharing collections or staff among a group of institutions. Applications have been received from a group of museums forming a consortium to share all or parts of their collections mutually, others have pooled staff for a more effective sharing of expertise. Support can be provided for expenses attendant to such cooperative programs.
- Providing a staff member for a state arts agency or a museum in cooperation with a state arts agency to assist in the development of activities beneficial to museums; supporting the costs of meetings and other planning activities to articulate problems and needs of museums in a state or region; and implementing other program development plans from state or regional arts agencies.

Deadline and Announcement Date

Applications must be postmarked no later than January 3, 1977. Notices of approval or rejection will not be sent before June 1977.

Grant Period

A grant period of one year is allowed. Projects should not be scheduled to begin earlier than July 1977.

General Range of Grants

Matching grants of up to \$50,000. Grant amounts exceeding \$30,000 will generally be made through the Treasury Fund Method. See page 13. In cases where state arts agencies are on a biannual budget cycle, application for non-matching grants will be considered, if circumstances justify.

How to Apply

Please provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.)

1. If the program is already in existence, has it been evaluated and by what means?
2. Who is intended to be served and how?
3. Will fees be charged for the services and, if so, on what basis?
4. What are the qualifications of persons involved in the project?
5. Is it likely that additional funding will be requested from the Arts Endowment? Will it be on a descending basis?
6. The application should be signed by the authorizing official(s) of the applicant; however, a letter from the participating museums and other groups supporting the application must be attached to the application.

Museum Education
Deadline: January 3, 1977

This category is designed to assist museums in their role of providing general educational opportunities that complement the goals of the institution. Applicant museums are urged to apply for support of only those projects which have a strong educational emphasis. In general, priority will be given to those projects which rely upon professional staff for their execution.

Some possible projects might include:

- Pilot projects to assess the suitability of adapting to museum use educational techniques or theories developed for the classroom.
- Experimental programs in the museum that have demonstrated their worth and now deserve to be applied more widely in the museum's educational program.
- Projects to adapt successful programs in other museums to the requirements of the applicant museum.
- Cooperative projects with the public schools.
- Educational programs designed to serve the needs of a particular segment of the museum's actual or potential audience.
- Educational programs in existing mobile or satellite museums.

Deadline and Announcement Date

Applications must be postmarked no later than January 3, 1977. Notices of approval or rejection will not be sent before June 1977.

Grant Period

A grant period of one year is allowed. Projects should not be scheduled to begin earlier than July 1977.

General Range of Grants

Up to \$30,000.

Utilization of Museum Collections
Deadline: April 4, 1977

How to Apply

Please provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.)

1. If the program is already in existence, has it been evaluated and by what means?
2. Who is intended to be served and how?
3. Will fees be charged for the services and, if so, on what basis?
4. What are the qualifications of persons involved in the project?
5. Is it likely that additional funding will be requested from the Arts Endowment? Will it be on a descending basis?
6. What are the goals of the institution and how does this program complement those goals?
7. How will you inform museums in other regions of the results of your program?

This program category provides matching grants to assist museums in making greater use of their collections for the benefit of the whole community they serve. The program provides funds for the new installation of permanent collections in museum galleries, or for the establishment of study-storage centers. Permanent collections may be construed to mean collections formerly in storage that are now to be put on view, recently received or acquired collections, objects presently on view that are now to be brought together or to be more effectively presented. Installation may be construed to include the materials and appurtenances requisite to effective presentation of the collection. Installation may not include major structural modifications of the building.

Please Note

- Application for temporary exhibitions of the permanent collection should be submitted under this category and *not* under *Aid to Special Exhibitions*.
- If you wish to produce a catalogue or handbook in conjunction with an installation, please submit a separate application under *Catalogue*.
- Applications for extensive conservation treatment of objects to be included in the installation should be submitted under *Conservation*.

Deadline and Announcement Date

Applications must be postmarked no later than April 4, 1977. Notices of approval or rejection will not be sent before October 1977.

Grant Period

A grant period of two years is allowed. The project should not be scheduled to begin earlier than November 1977. Generally, time extensions will not be granted.

Catalogue
Deadline: April 4, 1977

General Range of Grants

Up to \$75,000. Grant amounts exceeding \$30,000 will generally be made through the Treasury Fund Method. See page 13.

How to Apply

Please provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.)

1. A checklist or representative sample of the collection.
2. The evident need for the project in relation to the museum's total need.
3. Has the collection ever been exhibited? What are the qualifications of the individual(s) who will be responsible for the project?
4. Has the museum previously undertaken similar projects? If so, describe them.
5. Include drawings of the proposed installation.

This program category is designed to assist in the cataloguing of permanent collections and in the publication of catalogues or handbooks on permanent collections of aesthetic and cultural significance by matching grants. Grants are available in the following areas:

● Cataloguing

1. Cataloguing of uncatalogued or inadequately catalogued permanent collections. Applicants are urged to consider a format that can later be transferred to one of the existing data systems.
2. Duplication of traditional catalogue information; conversion to machine readable form. Only a few pilot grants will be made for the computerization of museum catalogues. These will be judged for the applicant's ability to provide follow-up documentation on the value of computerization and the problems and costs that are encountered. Applicants should indicate the existing computer program they intend to use.

● Publication

1. Research and preparation of catalogue copy for publication. Services of an outside consultant may be included in the budget, if applicable.
2. Publication of scholarly catalogues or handbooks of the whole or part of the permanent collection.
3. Where appropriate, applicants may wish to combine research and publication in the same application.

Please Note

Requests for costs of exhibition catalogues should be included in the *Aid to Special Exhibitions* application.

Deadline and Announcement Date

Applications must be postmarked no later than April 4, 1977. Notices of approval or rejection will not be sent before October 1977.

Grant Period

A grant period of two years is allowed. The project should not be scheduled to begin earlier than November 1977. Generally time extensions will not be granted.

General Range of Grants

Up to \$75,000. Grant amounts exceeding \$30,000 will generally be made through the Treasury Fund Method. See page 13.

How to Apply

Please provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.)

1. A checklist or representative sample of the collection to be catalogued.
2. The evident need for the project in relation to the museum's total need.
3. The qualifications of the cataloguer.
4. If you have catalogues of whole or part of the collection, submit a copy with your application.

(Note: These will not be returned.)

5. How many catalogues/handbooks will be published? Who will have copyright? How will they be distributed? Please indicate approximate number of pages, black/white and color illustrations in the publication. What is the anticipated unit price and sales price? How much revenue is anticipated the first year and thereafter?

6. If a grant is awarded for a catalogue publication project, the grantee is required to deposit 80 complimentary copies of the catalogue with the United States Information Agency for distribution to their libraries abroad.

Applicants are requested to make appropriate adjustments for the 80 copies in the budget.

Conservation
Deadline: July 1, 1977

This program category, which provides matching grants for conservation projects, is designed to achieve three objectives:

● **Training in Conservation:** To encourage and assist in the training of conservators to meet the needs of American museums.

1. support for existing training centers (grants up to \$150,000)
2. assistance for new training centers (grants up to \$100,000)
3. support for short-term training workshops for museum staff (grants up to \$10,000)
4. Support for master-apprentice internship programs (grants up to \$10,000)

● **Regional Conservation Laboratories:** To encourage and assist in the formation or expansion of regional conservation laboratories by which a number of museums can obtain services they could not afford singly. The formal relation between museums and the laboratory must be documented.

1. assistance for existing regional laboratories to increase capacity (grants up to \$30,000)
2. assistance for new regional centers (grants up to \$80,000)

Applicants in this category are urged to consult the *Report from the Regional Centers Study Committee to the National Conservation Advisory Council*. Copies may be obtained from the National Conservation Advisory Council, Smithsonian Institution, Washington, D.C. 20560.

● **Assistance to Museums for Conservation Work on Collections:** To encourage and assist museums in planning for conservation and/or treatment of collections.

1. technical consultation for planning programs for museum conservation work (grants up to \$10,000)

2. implementation of conservation treatment (grants up to \$10,000). Due to limited funds, support is available only for special conservation needs that cannot be satisfied by a museum's own conservation facilities; that is, support will generally not be offered for in-house conservation projects, including staff support and purchase of equipment.

Deadline and Announcement Date

Applications must be postmarked no later than July 1, 1977. Notices of approval or rejection will not be sent before December 1977.

Grant Period

A grant period of one year is allowed for Training in Conservation. A grant period of two years is allowed for Regional Conservation Laboratories and Assistance to Museums for Conservation Work on Collections. Projects should not be scheduled to begin earlier than January 1978. Generally, time extensions will not be granted.

General Range of Grants

Grant amounts exceeding \$30,000 will generally be made through the Treasury Fund Method. See page 13.

How to Apply

For Conservation Training Applications: Please provide the following information in the project description (Section IV). (Attach no more than five additional copies, if necessary.)

1. The anticipated number of students.
2. Describe the placement of the most recent graduating class.
3. Describe the qualifications of the teaching staff.
4. Describe the conservation facilities.
5. If you previously received an Arts Endowment grant for this project, include a copy of the interim or final report with this application, if it has not already been submitted.

For Regional Conservation Laboratories Applications:

Please provide the following information in the project description (Section IV). (Attach no more than five additional copies, if necessary.)

1. Describe the nature of your regional laboratory—cooperative associations, confederation, etc.
2. List the organizations you propose to serve. Have you received their agreement? If so, please attach copies.
3. List your staff and briefly describe their qualifications.
4. Describe your facilities and equipment.
5. Estimate when you will be self-supporting.
6. If you previously received an Arts Endowment grant for this project, include a copy of the interim or final report with this application, if it has not already been submitted.

For Conservation of Collections Applications:

Please provide the following information in the project description (Section IV):

1. Describe your conservation needs.
2. Where will the work be done and who is your conservator/consultant for planning? Please describe his/her qualifications.
3. Identify the work(s) to be treated and describe the nature of the treatment. Please submit a condition report(s).
4. What sum have you budgeted for the last three years for conservation of the permanent collection?

Renovation (Climate Control, Security, Storage)
Deadline: July 1, 1977

This category is designed to assist museums in preserving collections of aesthetic and cultural significance. It encourages renovation of facilities for climate control, security and storage in existing structures, placing greater emphasis on storage facilities and security systems. Funds are not available for new construction; nor for the addition to, or improvement of climate control systems in structures completed since 1971; nor for the renovation of gallery spaces except when directly related to climate control, security systems or storage facilities. Assistance is available within the following areas:

● Survey

1. Consultation services to assess renovation needs in areas of security, storage, and climate control and to suggest concrete measures to alleviate those needs. All grants for consultant's services will be awarded on at least a dollar-for-dollar matching basis.
2. Studies and working drawings for architectural and other changes necessary to accommodate the handicapped.

● Installation

Where surveys have already been completed, including a projected plan of renovation and cost estimates, the Endowment will consider funding renovation projects.

All such grants will be awarded on the basis of at least three dollars from non-federal sources for every dollar of Endowment funds, i.e. the National Endowment for the Arts will be providing no more than 25% of the total project costs, and in most cases, much less. Generally, grants will be made through the Treasury Fund Method. Applicants are encouraged to document their ability to use this method, whenever possible. Please see page 13.

Deadline and Announcement Date

Applications for this program must be postmarked no later than July 1, 1977. Notices of approval or rejection will not be sent earlier than December 1977.

Grant Period

A grant period of one year is allowed for Survey projects. A grant period of two years is allowed for Installation projects. Projects should not be scheduled to begin earlier than January 1978. Generally, time extensions will not be granted.

How to Apply

For Survey Applications: Please provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.)

1. Describe your collection.
2. Who will do the installation? Submit copies of the estimates.

For Installation Applications: Provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.):

1. Describe your collection.
2. Who will do the installation? Submit copies of the survey and bids or contracts.

Museum Training
Deadline: July 1, 1977

This program category provides grants for the preparation of well-trained museum professionals and technicians. Grants in support of museum training are awarded to museums and universities on at least a dollar-for-dollar matching basis. Priority will be given to proposals which specifically include training for people from minority groups. Generally, the following types of projects will be considered for assistance:

- A limited number of graduate level programs in curatorial training, museum administration or museum education, conducted jointly by museums and universities.
- Internships or other professional training provided by a museum. Specific programs designed to advance staff professionally will also be considered. For example, the program can support museum career training for persons who are suitably prepared in an appropriate discipline but who lack museum expertise. The program can also assist in providing in-house training to prepare permanent staff for more responsible positions.
- A few undergraduate programs, especially those directed toward minorities or unique disciplines.
- Programs of in-house training to prepare apprentices for museum positions such as installers, preparators, framers, packers, and carpenters.

Deadline and Announcement Date

Applications must be postmarked no later than July 1, 1977. Notices of approval or rejection will not be sent before December 1977.

Services to the Field
Deadline: October 3, 1977

Fellowships for Museum Professionals
Deadline: October 3, 1977

Grant Period

A grant period of one year is allowed. Projects should not be scheduled to begin earlier than January 1978.

General Range of Grants

Up to \$60,000.

How to Apply

Please provide the following information in the project description (Section IV). (Attach no more than five additional pages if necessary.)

1. The number of students.
2. Teacher/student ratio.
3. Qualifications of the teacher(s) involved.
4. Description of intern program or of any other "on the job" training.
5. Placement of most recent graduating class.
6. Syllabus of the courses.
7. If you have previously received an Arts Endowment grant for a training program, be sure to include a copy of the interim or final report with this application, if you have not already sent it to the Endowment.

This category is designed to support services to the field such as research, publications (other than periodicals), workshops and seminars provided by museums or other organizations such as state or regional arts agencies and national or regional museum associations. To be eligible, projects should be of national or regional impact.

Please Note

Applications for funds to carry out research must demonstrate that this is new research and that the results of the research will be published in order to serve the field.

Deadline and Announcement Date

Applications must be postmarked no later than the deadline of October 3, 1977. Notices of approval or rejection will not be sent before March 1978.

Grant Period

A grant period of one year is allowed. Projects should not be scheduled to begin earlier than April 1978.

General Range of Grants

Up to \$30,000.

How to Apply

Please provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.)

1. If the program is to be a continuing one, how will it be funded in the future?
2. If the program is already in existence, has it been evaluated and by what means?
3. Will fees be charged for the services and, if so, on what basis?
4. If a seminar, course or workshop, what is the syllabus?
5. Who is intended to be served and how?
6. What are the qualifications of persons(s) involved in the project?

Fellowships for Museum Professionals are to be awarded to professional members of museum staffs so that they may take leaves of absence for periods ranging from *one to twelve months* in order to conduct independent study or research, travel, write, engage in community projects, or in other ways improve their professional qualifications.

Please Note

Fellowships are not awarded to cover study or research directed toward a graduate degree or expenses while enrolled in formal courses of study, workshops, seminars or conferences. Proposals must be for specific projects and must clearly demonstrate in what way the leave of absence will improve the applicant's professional qualifications. Proposals designed to be of direct benefit to the employing institutions should be made by the institution under the appropriate category and not by the individual.

Deadline and Announcement Date

Applications must be postmarked no later than the deadline of October 3, 1977. Notices of approval or rejection will not be sent before March 1978.

Grant Period

A grant period ranging from one to twelve months is allowed. Projects should not be scheduled to begin earlier than April 1978.

Eligibility

Professional museum staff members of exceptional talent in areas such as administration, curatorial work, conservation or education.

Visiting Specialists
(Applications Accepted Throughout the Year and Reviewed Quarterly)

General Range of Grants

Grants will not exceed \$20,000 and in most cases will be considerably less. Grants will be made to individuals on a non-matching basis with amounts varying according to the salaries of the applicants, travel requirements and the materials necessary for completion.

How to Apply

1. Applicants should use the "Individual Grant Application/NEA-2 (Rev.)."
2. Each application should contain a description of the proposed project, an itemized budget including a salary item, travel (please provide a detailed breakdown of costs), and materials, if necessary.
3. Applicants should indicate a specified period of time for the leave of absence.
4. Complete the Career Summary Section of the application and/or attach a resume.
5. Enclose a statement from the director of the museum to the effect that the museum is willing to grant the applicant a leave of absence for the specified time and stating the applicant's salary and whether or not it will be continued during the leave of absence. Institutions are encouraged to support the individual's salary in whole or in part.
6. Have three people complete the recommendation form (see page 45) and forward them to the Museum Program (Mail Stop 502), National Endowment for the Arts, Washington, D.C. 20506, Attn: *Fellowships for Museum Professionals*.

Taxability of Fellowships

The Internal Revenue Code regulations provide that certain fellowships to individuals who are not candidates for degrees are deductible, but only up to a certain amount and for a limited period of time.

A pamphlet, *Tax Information for American Scholars in the U.S. and Abroad*, Publication 520 of the Internal Revenue Service, will be supplied on request. Generally this booklet is available at any Internal Revenue Service office. The booklet might be helpful in preparing an application for a proposed fellowship.

The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be sought from your own tax counselor or local Internal Revenue office.

This program category provides matching grants for temporary consultation services for a specific project. As the title of the program implies, the visiting specialist should be:

1. A person of considerable expertise.
2. A person not in the employ of the applicant institution.
3. A person who is not to be considered as permanent staff but rather a person who can make a significant contribution to the applicant institution during a brief tenure.

Some possible projects are:

- Research on the permanent collection.
- Preparatory research for projected exhibitions.
- Development of improved methods of museum operations such as administration, registration and installation techniques, including lighting, handling and storage.
- Establishment of suitable museum library systems.
- Studies to determine the changes necessary to make the building more accessible to the physically handicapped.
- Plans for membership drives and other fund raising activities.
- Guidance for better education and public service programs.
- Development of coordinated graphics program.

Deadline and Announcement Date

Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of application.

General Programs
(Applications Accepted Throughout
the Year and Reviewed Quarterly)

Grant Period

A grant period ranging from one to twelve months is allowed. Projects should not be scheduled to begin before notification.

Notification

Notices of approval or rejection will be sent no later than seven months after receipt of application. Projects should not be scheduled to begin before notification.

General Range of Grants

Up to \$15,000.

How to Apply

Please provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.)

1. Describe the project and the urgency of the need for a visiting specialist.
2. How is the project related to the other activities of the museum?
3. Identify the specialist and indicate his/her qualifications or attach a resume (three copies). If you are considering a number of people for this project, submit their names and a description of their qualifications. In all cases, document the availability of the specialist.

The Endowment will consider proposals for specific projects which do not fit into any one or a combination of the categories listed. These grants will be awarded generally on a *matching* basis. Applications will not be accepted for general operating expenses, new construction, nor the establishment of new museums.

Deadline and Announcement Date

Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of application.

Grant Period

A grant period ranging from one to twelve months is allowed. Projects should not be scheduled to begin before notification.

General Range of Grants

Up to \$20,000.

How to Apply

Please provide the following information in the project description (Section IV). (Attach no more than five additional pages, if necessary.)

1. The qualifications of person(s) involved in the project.
2. The unique characteristics of the project.
3. If this is an experimental or research project, the plans for disseminating information about the results of the project.

Important Information for Applicants

Eligibility

1. By statute, the Endowment is limited to making grants to organizations only if no part of their net earnings inures to the benefit of a private stockholder or an individual and provided donations to such organizations are allowable as charitable contributions under Section 170(c) of the Internal Revenue Code of 1954, as amended. *All organizations are required to submit a copy of their Internal Revenue Service tax exemption determination letter with each application.*

2. Organizations receiving National Endowment for the Arts support must conduct their operations in accordance with the requirements of Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, which bar discrimination in Federally assisted projects on the basis of race, color, national origin or handicap.

3. All laborers and mechanics employed by contractors or subcontractors on construction projects assisted by National Endowment for the Arts grant funds shall be employed and paid in accordance with applicable Federal minimum wage and labor standards (Parts 3 and 5, Title 29, Code of Federal Regulations).

4. Museums, organizations serving museums, organizations providing museum functions, state arts agencies, regional arts groups, and currently employed museum professionals are eligible to apply. The Endowment generally uses the definition of museums developed by the American Association of Museums: ". . . a nonprofit institution essentially educational or esthetic in purpose with professional staff, which owns and utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule."

Accreditation by the American Association of Museums is not a prerequisite for eligibility.

5. In general, to be eligible for consideration, organizations should be in operation two years prior to submitting an application.

6. To be eligible for consideration, projects should be of national or regional impact and should be of aesthetic and cultural significance. Size of the institution is not a criterion, but rather, the nature of the project and the capacity of the institution to execute the project successfully.

7. Although the Endowment welcomes the vitality of new programs and under all conditions encourages applicants to develop new sources of funds, applications first and foremost should represent the genuine needs of the applicant organization. Accordingly, applicants may request support to strengthen existing programs. Support may be requested by annual application for the same project for up to three years. Organizations, however, should not attempt to extend their programs beyond their capacity to accommodate and sustain the level of proposed expansion.

Application Review Procedure

Applications are evaluated by the following criteria:

- The significance and qualitative level of the project.
- The ability of the museum staff to undertake and successfully execute the project.
- The potential regional and national impact of the project.
- The evident need for the project in relation to the museum's total program.
- A realistic appraisal of anticipated costs and income related to the project.

The Endowment's Museum Program staff initially ascertains that applications conform to Endowment requirements. They are subsequently reviewed and considered by special committees, the Museum Advisory Panel and the National Council on the Arts. Upon recommendation of these bodies and action by the Chairman of the National Endowment for the Arts, the applicant will be notified in writing by the Endowment. Details of the grant award procedure are explained in the letter of notification.

Methods of Funding

Program Funds Method

Generally, grants will be made on at least a dollar-for-dollar *matching* basis. Applicants requesting assistance from Program Funds must present evidence in the proper space (Section X) on the application (Project Grant Application/NEA-3 Rev.) that at least one-half of the total cost of the project will be provided by the applicant. Anticipated sources of matching must be identified. In all programs except *Museum Purchase Plan*, budgeted funds, as well as newly raised funds, may be used for matching.

Example:

\$30,000	If an applicant requests from Arts Endowment
30,000	Then applicant lists match of at least
\$60,000	And total project budget reflects at least

Treasury Fund Method

When the National Endowment for the Arts was created, Congress included a unique provision in its enabling legislation. This provision allows the Endowment to work in partnership with private and other non-Federal sources of funding for the arts. Designed to encourage and stimulate increased private funding for the arts, the Treasury Fund allows non-Federal contributors to join the Endowment in the grant-making process, generally for projects supported by the Endowment under the established program guidelines.

The Endowment encourages use of the Treasury Fund method as an especially effective way of combining federal and private support, and as an encouragement to all potential donors, particularly those representing new or substantially increased sources of funds.

The Endowment may accept gifts in the form of money and other property. Bequests may be made to the Endowment as well. Donations to the Endowment are generally deductible for federal income, state, and gift tax purposes.

Gifts may be made to the Endowment for the support of a nonprofit, tax-exempt, cultural organization which has been notified that the Endowment intends to award it a grant under its regular program guidelines—organizations such as a museum, a symphony orchestra, a dance, opera, or theatre company—or for an Endowment program, such as fellowships, touring, conferences, or workshops.

When a restricted gift is received it frees an equal amount from the Treasury Fund, which is then made available to the grantee in accordance with the terms and conditions of the grant.

The Endowment also accepts unrestricted gifts to be used for projects recommended to the Chairman by the National Council on the Arts.

Example:

\$ 25,000	If an applicant requests from Arts Endowment
25,000	And donors make gifts for Treasury Fund of
50,000	Then applicant lists match of at least
\$100,000	And total project budget reflects at least

How a Treasury Fund Grant is Arranged

Those interested in giving for a specific purpose should note the step by step process described below.

1. If a project is eligible for consideration under the Museum Program guidelines, the applicant submits to the Endowment a formal application, which may include a list of potential donors.
2. The application is reviewed first by the Museum Advisory Panel and then by the National Council on the Arts and is recommended for approval or rejection. Based on these recommendations, the Chairman makes the final determination and notification is sent to the applicant.

3. If the grant award is approved, the applicant then requests that the donors forward their gifts to the National Endowment for the Arts in the form of a gift transmittal letter specifying the amount and restricted purpose of the donation (i.e. the name of the applicant and specific project supported), and date by which payment will be made to the grantee organization (see below).

Handling Procedures

In order to simplify handling procedures for restricted donations which are to be matched by the Treasury Fund, grantees will receive payment directly from the donor (in cash or negotiable securities) on all restricted Treasury Fund gifts to the Endowment. Under this method the following procedures apply:

1. Gift transmittal letter is received by the Endowment from donor with above specified information.
2. Upon receipt of payment on the gifts, grantee provides the Endowment with evidence of receipt of such payment as follows:
 - a. In the case of individual gifts of less than \$5,000, grantee will forward to the Endowment, a list of donor's names, addresses, and amounts received, certified by an official of the organization and notarized.
 - b. In the case of individual gifts of \$5,000 or more, grantee will forward to the Endowment, within the grant period, a photostatic copy of the instrument of payment, i.e. the check or negotiable securities, with a covering letter.
3. In cases where benefit proceeds are to be utilized for purposes of the Treasury Fund, evidence, such as benefit announcement circulars, invitations, posters, etc. (which indicate donors had prior knowledge that their contributions would be used for the Treasury Fund) must be retained by grantee as evidence of donors' intent. In these cases, the grantee organization will forward to the Endowment, within the grant period, a notarized letter requesting release of the Treasury matching

Privacy Act Notification**Resolution on Accessibility
to the Arts for the Handicapped**

funds, signed by an appropriate official, certifying that the benefit was held on a specified date, yielded a specified sum for Treasury Fund gift purposes related to the grant in question, and that evidence of the benefit will be retained by grantee organization in its files.

4. In all cases, donors are to make payment on gifts at least 60 days prior to termination of the grant period, and grantee organizations will provide the Endowment with evidence of receipt of payment on gifts at least 30 days prior to the termination of the grant period.

In compliance with the Privacy Act of 1974, we furnish you with the following information:

Section (5) of the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 954) authorizes the Endowment to solicit the requested information. This information is needed to process your grant application and for statistical research and analysis of trends. The routine uses for which this information can be used and the purposes of such use are general administration of grant review process, statistical research, congressional oversight, and analysis of trends.

Failure to provide the requested information could result in rejection of your application due to lack of sufficient facts for determining either your eligibility for a grant or the amount which should be awarded.

One of the main goals of the National Endowment for the Arts is to assist in making the arts available to all Americans. The arts are a right, not a privilege. They are central to what our society is and what it can be. The National Council on the Arts believes very strongly that no citizen should be deprived of the beauty and the insights into the human experience that only the arts can impart.

The National Council on the Arts believes that cultural institutions and individual artists could make a significant contribution to the lives of citizens who are physically handicapped. It therefore urges the National Endowment for the Arts to take a leadership role in advocating special provisions for the handicapped in cultural facilities and programs.

The Council notes that the Congress of the United States passed in 1968 (P.L. 90-480) legislation that would require all public buildings constructed, leased or financed in whole or in part by the Federal Government to be accessible to handicapped persons. The Council strongly endorses the intent of this legislation and urges private interests and governments at the state and local levels to take the intent of this legislation into account when building or renovating cultural facilities.

The Council further requests that the National Endowment for the Arts and all of the program areas within the Endowment be mindful of the intent and purposes of this legislation as they formulate their own guidelines and as they review proposals from the field. The Council urges the Endowment to give consideration to all the ways in which the agency can further promote and implement the goal of making cultural facilities and activities accessible to Americans who are physically handicapped. (Adopted by the National Council on the Arts, September 15, 1973.)

Instructions for Completing Project Grant Application

If after careful review of these guidelines, you feel that your project falls within the scope of the Museum Program, please complete the *Project Grant Application NEA-3 (Rev.)* forms on page 21 and the Application Notification cards and submit them with the required Supplementary Information Sheets to:
Grants Office (Mail Stop 500)
National Endowment for the Arts
Washington, D.C. 20506

Please Note

- Forms and Supplementary Information Sheets must be submitted in triplicate.
- All applicants must complete and submit the Assurance of Compliance Form on page 51.
- Inquiries regarding program interests or application content should be directed to the Museum Program (202/634-6164). Questions of a fiscal nature should be directed to the Arts Endowment's Grants Office (202/634-6160).
- Applications must be submitted by the institution or association named in the IRS Letter of Determination of tax-exemption.
- Be certain that you have supplied all the information necessary for prompt processing and consideration of your application. Failure to do so will result in unavoidable delays that may adversely affect consideration of your proposal.

Instructions on the following pages are keyed to the appropriate sections of the application form.

I. Applicant Organization must

provide assurance that (a) no part of its net earnings inures to the benefit of any private stockholder or stockholders or individual or individuals, and (b) donations to it are allowable as charitable contributions under the standards of subsection (c) of Section 170 of the Internal Revenue Code of 1954, as amended. The applicant organization's name as provided on the application form must be identical with the name of

NEA 3 (Rev.)

OMB-126-ROOOI

Project Grant Application

National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the
Grants Office (Mail stop 500), National Endowment for the Arts,
Washington, D.C. 20506

I. Applicant organization
(name and address with zip)

II. Museum Program/Category under which support is requested.

III. Period of support requested

Starting

month

day

year

Ending

month

day

year

IV. Summary of project description (complete in space provided. Do NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

A. Direct costs

Total costs of project
(rounded to nearest ten dollars)

\$

Salaries and wages

Fringe benefits

Supplies and materials

Travel

Special

Other

Total direct costs

\$

B. Indirect costs

\$

Total project costs

\$

VII. Total amount requested from the National Endowment for the Arts

\$

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses

1. \$ _____

2. \$ _____

B. Revenues, grants & contributions

1. \$ _____

2. \$ _____

Do not write in this space

Evaluation of prior year(s)' projects

1	2	3	4
---	---	---	---

Pys \$ _____ Cps \$ _____ Audit report

1	2
---	---

the organization provided in the IRS Determination Letter or in the official document identifying the applicant organization as a unit of either state or local government.

- Non-government applicants must attach to their application two copies of the IRS determination letter under Section 501(c).

- State or local government units must attach to the application a copy of the official document indicating their status within the state or local government. These documents will not be returned.

II. Grant category under which support is requested. Please indicate one of the following in the space

provided. Multiple requests
form will be returned.
Aid to Special Exhibitions
Museum Purchase Plan

Cooperative Programs
Museum Education
Utilization of Museum Collections
Catalogue
Conservation
Renovation (Climate Control,
 Security, Storage)
Museum Training
Services to the Field
Fellowships for Museum
 Professionals
Visiting Specialists
General Programs

III. Period of Support requested/

III. Period of Support Requested.
Grant Period. Period of support requested is the span of time necessary to plan, execute, and close out the proposed project. Applicants are urged to verify the terms for the grant period by referring to "Earliest Beginning Project Date" as listed under APPLICATION DEADLINES (page 2). Please refer to each category for length of grant period.

IV. Project Description. The project description should be brief but specific. Spell out concrete details. All essential elements of the proposal must be included in a concise project summary in the space provided on the application. Before completing this section be sure to read the HOW TO APPLY section of the appropriate category and include the information that is requested. If all pertinent information can not be included in the space provided on the application form, attach additional pages (no more than five) to describe your project completely. If you are applying under MUSEUM PURCHASE PLAN, AID TO SPECIAL EXHIBITIONS or FELLOWSHIPS FOR MUSEUM PROFESSIONALS

category, be sure to complete the appropriate Supplementary Information Sheets. Applications without the Supplementary Information Sheets will not be considered complete and will be returned.

Note: Additional information such as catalogues, brochures, photographs or annual reports may be supplied with the application. This material will not be returned. Submit those materials that will be informative and helpful to the Panel in evaluating your proposal.

V. Estimated number of persons expected to benefit from this project
is the total audience, participants, students, etc. (excluding employees) that are anticipated to directly benefit from this project.

VI. Amounts shown in Summary of Estimated Costs should correspond with the total amounts shown in Section IX, subsection A, items 1-5 below and subsection B. Both Section VI and IX must reflect the

total anticipated expenses for each item, not only those portions of the expenses for which Endowment money will be used. All figures should be rounded to the nearest ten dollars.

VII. Total Amount Requested from National Endowment for the Arts.
The General Range of Grants listed in the program descriptions is approximate. Please round the amount requested to the nearest \$10 and make sure that your request is

for no more than 50% of the total project costs. Please be sure to complete this section.

VIII. Organization Total Fiscal Activity.

- A. Expenses, including Endowment projects funded and anticipated.
- B. Revenues, grants and contributions, including Endowment grants received and anticipated.

IX. Budget Breakdown. Budget estimates should cover the total project costs. Total project costs are the sum of the allowable direct and indirect costs allocable to the grant. In all applications, including those with total project costs under \$20,000, provide a breakdown on salaries, travel, and all other categories in the budget, including entries under Other.

- Travel items in the budget should be substantiated with a statement of the official policy of the institution and the specific nature of the travel.

- In general, the Endowment does not fund the acquisition of permanent equipment (exceptions: CONSERVATION and RENOVATION (CLIMATE CONTROL SECURITY, STORAGE). If your project includes permanent equipment (to be listed under category Special), justify this acquisition. In the justification, describe the use of the equipment once the project is terminated and include costs of the equipment if you were to rent it.

- If your budget includes a fee(s) for a consultant(s) to be listed under category Other, in the project description identify the consultant(s), describe his/her qualifications, and document his/her willingness and availability to do the project.

A. Direct Costs: Direct costs are those costs which can be identified specifically with a particular project. Typical transactions chargeable to a grant as direct costs are the compensation of employees for performance of work under the grant agreement, including fringe benefits, the costs of materials consumed or expended in the performance of such work; and other items of expense incurred for the grant. (See ALLOWABILITY OF PROJECT COSTS, page 19.)

IX. Budget breakdown of summary of estimated costs (continued)		
4. Special	(list each item separately)	
	Amount	\$
[Formulas for calculating amounts]		
	Total special	\$ _____
5. Other	(list each item separately)	
<i>This section must be completed on every application.</i>		
	Amount	\$
[Formulas for calculating amounts]		
	Total other	\$ _____
B. Indirect costs		
Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency		
Rate _____ %	Base \$ _____	Amount
		\$ _____
X. Contributions, grants, and revenues (for this project)		
A. Contributions		
1. Cash (do not include direct donations to the Arts Endowment)	Amount	
		\$ _____
2. In-kind contributions (list each major item)		
	Total contributions	\$ _____
B. Grants (do not list anticipated grant from the Arts Endowment)	Amount	
		\$ _____
	Total grants	\$ _____
C. Revenues	Amount	
		\$ _____
	Total revenues	\$ _____
Total contributions, grants, and revenues for this project		
		\$ _____

B. Indirect Costs: Indirect costs are those costs of an organization which are not readily identifiable with a particular project but nevertheless are necessary to the general operation of the organization and the conduct of the activities it performs. A copy of the current negotiation agreement establishing an indirect cost rate with a Federal agency must accompany all requests for funds which include indirect costs. In the event of no

Federally established indirect cost rate, all such costs should be itemized and listed as direct costs.

Information on how to obtain a Federally established indirect cost rate is available from the Audit Supervisor, National Foundation on the Arts and the Humanities, 806 Fifteenth Street, NW., Washington, D.C. 20506 (202) 382-7314.

X. Contributions, Grants, and Revenues. In general, the matching share represents that portion of project costs not borne by the Endowment. The matching share may consist of:

A. Contributions: Cash contributions represent the grantees cash outlay, including the outlay of money contributed to the grantee by other public agencies and institutions, and private organizations and individuals. (Please Note: Salaries listed in direct costs can be used as part of the match. When salaries involve direct cash outlay within the institution, those salaries are considered a cash, not in-kind, contribution.)

In-kind contributions represent the value of *non-cash* contributions in services and real or personal property or use thereof, donated by other public agencies and institutions, and private organizations and individuals. When in-kind contributions are used, they must also be listed as an expenditure.

B. Grants. Grants awarded to the institution applicable to the project (exclusive of Arts or Humanities Endowment grants) may be considered eligible as matching funds.

C. Revenues. Revenues are funds generated by the project such as catalogues, admission fees, etc.

All applicants must complete this section of the application. The matching funds plus the amount requested from the National Endowment does not require that the applicant have in hand at the time of application those matching funds listed under Contributions, Grants, and Revenues. However, the applicant is asked to list the possible sources and amounts of such anticipated funds.

XI. State Arts Agency Notification urges each applicant to advise the State Arts Agency of his state that this application is being made. In the event the location of the State Arts Agency is unknown, such information may generally be obtained from the Office of the Governor of the applicant's state.

XI. State Arts Agency notification The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application. Have you done so? _____ Yes _____ No

XII. Certification We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. Authorizing official(s)
--

Signature_____ Date signed_____
 Name (print or type)_____
 Title (print or type)_____
 Telephone (area code)_____

Signature_____ Date signed_____
 Name (print or type)_____
 Title (print or type)_____
 Telephone (area code)_____

Project director

Signature_____ Date signed_____
 Name (print or type)_____
 Title (print or type)_____
 Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____ Date signed_____
 Name (print or type)_____
 Title (print or type)_____
 Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

XII. Certification. The application must be signed by an official with authority to legally bind the applicant organization. In addition, please type name, title, and telephone number of the authorizing official(s), project director, and payee under the signatures.

Applications must be postmarked no later than the deadline date for the program under which you are applying. Applications (three copies) and appropriate SUPPLEMENTARY

INFORMATION SHEETS for MUSEUM PURCHASE PLAN and AID TO SPECIAL EXHIBITIONS (three copies) should be submitted to the Grants Office (Mail Stop 500), National Endowment for the Arts, Washington, D. C. 20506.

Additional information, guidelines and application forms may be obtained from the Museum Program, (Mail Stop 502), National Endowment for the Arts, Washington, D.C. 20506, (202) 634-6164.

General Allowability of Project Costs

Project costs are all necessary charges made by a grantee in accomplishing the objectives of a grant during the grant period. Listed below are some selected examples of the National Foundation on the Arts and the Humanities' policy regarding costs whose allowability may be difficult to determine.

Advertising costs.

Only project-related advertising costs are allowable.

Bad debts.

Any losses, whether actual or estimated, arising from uncollectable accounts and other claims, related collection costs and related legal costs, are unallowable.

Capital expenditures.

The costs of buildings and repairs which materially increase the value or useful life of buildings are unallowable except as provided for in the grant letter. Funds may not be used for the acquisition of land, or any interest therein, except with specific prior approval.

Communication costs.

Costs incurred for telephone services, local and long distance telephone calls, telegrams, radiograms, cablegrams, postage and the like, are allowable.

Compensation for personal services.

Compensation for personal services covers all remuneration paid currently or accrued to the organization for services of employees rendered during the period of performances under Government grants.

Such remuneration includes salaries, wages, staff benefits and pension plan costs and is allowable.

Contingency provisions (miscellaneous).

Endowment policy is such that applications for grant increases, because of inflation factors or contributions to a contingency reserve, will not be considered allowable.

Entertainment costs.

Costs incurred for amusement, social activities, entertainment, meals, lodging, rentals, transportation, gratuities and exhibition openings are unallowable.

Equipment and other facilities.

The cost of permanent equipment or other facilities are allowable where such purchases are approved by the Endowment or provided for by the grant. The term "permanent equipment" shall mean an item of property which has an acquisition cost of \$200 or more and has an expected life service of one year or more. (In some cases, the Endowment may reserve the right to title of permanent equipment.)

Fund-raising.

Costs of organized fund-raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are allowable.

Interest.

Interest paid on borrowed capital, however represented, is an unallowable cost. Costs related to the physical custody and control of monies and securities are allowable. (Any interest accrued on *Federal* monies must also be returned to the Treasury.)

Preadward costs.

Costs incurred prior to the effective date of the grant agreement, whether or not they would have been allowable thereunder if incurred after such date, are unallowable.

Professional services costs.

Costs of professional services rendered by the members of a particular profession who are not employees of the organization are allowable, when reasonable in relation to the scope of the project.

Transportation costs.

Costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered, are allowable. When such costs can be readily identified with the items involved, they may be charged directly as "Other" costs on the *Project Grant Application form (NEA 3-Rev.)*

Travel costs.

Travel and subsistence costs incurred by permanent staff and/or consultants necessary for the completion of the project are allowable. All travel outside the United States must be by a U.S. flag carrier if service is available. All travel outside the United States on a non-U.S. flag carrier must be approved in writing by the Endowment in advance of travel. Requests for approval of such travel should be addressed to the Grants Officer (Mail Stop 500), National Endowment for the Arts, Washington, D.C. 20506.

Application Instructions for Individuals

The original typewritten application forms, *Individual Grant Application NEA-2 (Rev.)* and two copies with all accompanying material must be submitted to the Grants Office (Mail Stop 500), National Endowment for the Arts, Washington, D.C. 20506.

1. Period for Which Support Is Requested. Should be the time span during which the activity will occur. The Endowment generally does not provide funds for activities that have occurred in the past.

2. Description of Activity. All essential elements of the proposal must be included in a concise project description in the space provided on the first page of the application. Please review "Application Procedure" for the category through which you are applying for important additional information and materials to be submitted with your application. If additional space is needed, no more than one (8½" x 11") page may be attached to each of the application forms.

3. Amount Requested From the Endowment. No request exceeding the stated maximum within each category will be considered. Detailed information on cost of materials needed to carry out the project should be shown.

4. Career Summary or Background. This should be related to the activity for which support is requested.

NEA 2 (Rev.)		OMB-128-ROOOI
Individual Grant Application National Endowment for the Arts Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506		
Fellowships for Museum Professionals		
Name (last, first, middle initial) U.S. Citizenship Yes No Visa Number		
Present mailing address/phone Professional field or discipline		
Birth Date Place of Birth		
Permanent mailing address/phone Period of support requested Starting month day year Ending month day year		
Description of proposed activity		
Amount requested from National Endowment for the Arts \$ _____ allocated as follows: Time \$ _____ Travel \$ _____ Materials \$ _____		
Career summary or background		
<small>(If additional space is required, use supplemental sheets and staple to the application)</small>		

Project Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the
 Grants Office (Mail stop 500), National Endowment for the Arts,
 Washington, D.C. 20506

I. Applicant organization
 (name and address with zip)

II. Museum Program/Category under which support is requested.

III. Period of support requested

Starting	month	day	year	Ending	month	day	year
----------	-------	-----	------	--------	-------	-----	------

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

A. Direct costs

Salaries and wages	Total costs of project (rounded to nearest ten dollars)
Fringe benefits	\$
Supplies and materials	\$
Travel	\$
Special	\$
Other	\$
	Total direct costs

B. Indirect costs

\$	\$
\$	\$
\$	\$

VII. Total amount requested from the National Endowment for the Arts

\$

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses

1. \$ _____

2. \$ _____

B. Revenues, grants & contributions

1. \$ _____

2. \$ _____

Do not write in this space

Evaluation of prior year(s)' projects

1 2 3 4

Pys \$ _____ Cps \$ _____

Audit report

1 2

1. Salaries and wages
 Title and/or type of personnel
 Number of personnel
 Annual or average salary range
 % of time devoted to this project
 Amount

IX. Budget breakdown of summary of estimated costs
 A. Direct costs
 IX. Budget breakdown of summary of estimated costs

2. Supplies and materials (list each major type separately)

Total salaries and wages \$
 Add fringe benefits \$
 Total salaries and wages \$
 Total supplies and materials \$

Amount

3. Travel

Transportation of personnel
 No. of travelers
 Amount
 from to
 Total transportation of personnel
 No. of travelers
 Amount

Total supplies and materials \$

Subsistence
 no. of travelers
 Daily rate
 No. of days
 Total subsistence
 \$

Total travel
 Total subsistence
 \$

IX. Budget breakdown of summary of estimated costs (continued)**4. Special**

(list each item separately)

Amount	\$
Total special	\$_____

5. Other

(list each item separately)

This section must be completed on every application.

Amount

\$

Total other	\$_____

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Amount

\$

Rate _____ %

Base \$_____

X. Contributions, grants, and revenues (for this project)**A. Contributions****1. Cash (do not include direct donations to the Arts Endowment)**

Amount

\$

2. In-kind contributions (list each major item)

Total contributions

\$

\$

B. Grants (do not list anticipated grant from the Arts Endowment)

Amount

\$

Total grants

\$

\$

C. Revenues

Amount

\$

Total revenues

\$

\$

Total contributions, grants, and revenues for this project

XI. State Arts Agency notification	The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.
Have you done so?	Yes _____ No _____
XII. Certification	
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.	
Authorizing official(s)	
Signature _____	Date signed _____
Name (print or type) _____	Title (print or type) _____
Telephone (area code) _____	
XIII. Signature	
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.	
Authorizing official(s)	
Signature _____	Date signed _____
Name (print or type) _____	Title (print or type) _____
Telephone (area code) _____	
XIV. Signature	
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.	
Authorizing official(s)	
Signature _____	Date signed _____
Name (print or type) _____	Title (print or type) _____
Telephone (area code) _____	

* Payment is to be made to anyone other than the grantee, it is understood that the grantee is financially submitted through the grantee.
 * If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially responsible for all aspects of the grant and all reports must be submitted through the grantee.

Signature _____ Date signed _____
 Name (print or type) _____ Title (print or type) _____
 Telephone (area code) _____

* Payee (to whom grants will be sent if other than authorizing official)

Signature _____ Date signed _____
 Name (print or type) _____ Title (print or type) _____
 Telephone (area code) _____

Project director

Signature _____ Date signed _____
 Name (print or type) _____ Title (print or type) _____
 Telephone (area code) _____

Signature _____ Date signed _____
 Name (print or type) _____ Title (print or type) _____
 Telephone (area code) _____

Authorizing official(s)

and correct to the best of our knowledge.

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Project Grant Application**National Endowment for the Arts**

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Washington, D.C. 20506

I. Applicant organization
(name and address with zip)

II. Museum Program/Category under which support is requested.

III. Period of support requested

Starting

month day year

Ending

month day year

IV. Summary of project description (complete in space provided. Do NOT continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

A. Direct costs

Total costs of project
(rounded to nearest ten dollars)

Salaries and wages _____ \$ _____

Fringe benefits _____ \$ _____

Supplies and materials _____ \$ _____

Travel _____ \$ _____

Special _____ \$ _____

Other _____ \$ _____

Total direct costs \$ _____

B. Indirect costs

\$ _____

Total project costs \$ _____

VII. Total amount requested from the National Endowment for the Arts \$ _____

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses

1. \$ _____

2. \$ _____

B. Revenues, grants & contributions

1. \$ _____

2. \$ _____

Do not write in this space

Evaluation of prior year(s)' projects

1 2 3 4

Pys \$ _____ Cps \$ _____

Audit report

1 2

1. Salaries and wages
Title and/or type Number of personnel Annual or average salary range % of time devoted to this project Amount \$

2. Supplies and materials (list each major type separately)
Total salaries and wages Add fringe benefits Total salaries and wages including fringe benefits \$

3. Travel
Transportation of personnel
No. of travelers Amount from to
Total supplies and materials \$

Subsistence
no. of travelers Daily rate No. of days Total transportation of personnel \$
Total subsistence \$
Total travel \$

IX. Budget breakdown of summary of estimated costs (continued)**4. Special**

(list each item separately)

Amount	\$
Total special	\$ _____

5. Other

(list each item separately)

This section must be completed on every application.

Amount

\$

Total other	\$ _____

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Amount

\$

Rate _____ % Base \$ _____

X. Contributions, grants, and revenues (for this project)**A. Contributions****1. Cash (do not include direct donations to the Arts Endowment)**

Amount

\$

2. In-kind contributions (list each major item)

Total contributions

\$

B. Grants (do not list anticipated grant from the Arts Endowment)

Amount

\$

Total grants

\$

C. Revenues

Amount

\$

Total revenues

\$

Total contributions, grants, and revenues for this project

\$

Education

Name of institution	Major area of study	Inclusive dates	Degree
Fellowships or grants previously awarded			
Name of award	Area of study	Inclusive dates	Amount
Employer	Position/Occupation	Salary	
Present employment			
Prizes/Honors received	Membership professional societies		
Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.			
Signature of applicant			Date

Individual Grant Application National Endowment for the Arts		Fellowships for Museum Professionals		
Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506				
Name (last, first, middle initial)	U.S. Citizenship <input type="checkbox"/> Yes <input type="checkbox"/> No Visa Number			
Present mailing address/phone	Professional field or discipline			
	Birth Date	Place of Birth		
Permanent mailing address/phone	Period of support requested Starting <input type="text"/> month <input type="text"/> day <input type="text"/> year Ending <input type="text"/> month <input type="text"/> day <input type="text"/> year			
Description of proposed activity				
Amount requested from National Endowment for the Arts \$_____ allocated as follows: Time \$_____ Travel \$_____ Materials \$_____				
Career summary or background				
(If additional space is required, use supplemental sheets and staple to the application)				

Education

Name of institution	Major area of study	Inclusive dates	Degree
Fellowships or grants previously awarded			
Name of award	Area of study	Inclusive dates	Amount
Present employment	Employer	Position/Occupation	Salary
Prizes/Honors received	Member ship professional societies		
Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.			
Signature of applicant			Date

Individual Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the
 Grants Office (Mail Stop 500) National Endowment for the Arts,
 Washington, D.C. 20506

Fellowships for Museum Professionals

Name (last, first, middle initial)		U.S. Citizenship		
		Yes	No	Visa Number
Present mailing address/phone		Professional field or discipline		
		Birth Date	Place of Birth	
Permanent mailing address/phone		Period of support requested		
		Starting	month	day
				year
		Ending	month	day
				year
Description of proposed activity				
<p>Amount requested from National Endowment for the Arts \$_____ allocated as follows:</p> <p>Time \$_____ Travel \$_____ Materials \$_____</p>				
Career summary or background				
(If additional space is required, use supplemental sheets and staple to the application)				

Education

Name of institution	Major area of study	Inclusive dates	Degree
Fellowships or grants previously awarded			
Name of award	Area of study	Inclusive dates	Amount
Present employment			
Employer	Position/Occupation	Salary	
Prizes/Honors received			
Membership professional societies Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.			
Signature of applicant		Date	

Aid to Special Exhibitions Supplementary Information Sheets

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Museum Advisory Panel in making its recommendations. If applicants wish to supply additional information they should submit no more than one page (8-½" x 11") with the Supplementary Information Sheets.

Name of Applicant _____

1. Provide the title and dates of the exhibition and the purpose and significance of the exhibition (i.e. why it is important this particular exhibition be executed and specific reasons why your museum should do this exhibition).

Title:

Dates:

2. How does this exhibition fit into your exhibition policies and direction?

3. What individual will undertake the organization of the exhibition and/or catalogue? Please briefly describe his/her qualifications with particular emphasis on this exhibition.

4. List major works that will be included or are being considered and indicate degree of commitment of loaning institutions. Approximately how many works will be in the exhibition?

5. Will the exhibition travel, and where? (Possibility of shared costs?) Will the exhibition circulate? If so, list exhibitors. Will costs be evenly shared by participating museums? At what cost? If the exhibition will be available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance?

Aid to Special Exhibitions Supplementary Information Sheet-2

Name of Applicant: _____

6. Please describe what security measures will be undertaken to protect works in the exhibition?

a) Qualifications of personnel supervising and handling, packing, and installing.

b) Fire protection system:

c) Atmosphere control system:

7. Please describe any special methods that will be employed to enhance public response to the exhibition.

8. How many catalogues, brochures or pamphlets related to the exhibition will be published? Who will have copyright? Indicate approximate number of pages, black/white and color illustrations in the catalogues.

9. Please list anticipated revenues from this exhibition.

_____ Admission charges to exhibition
_____ Sale of catalogues/royalties
_____ Other
_____ **Total**

Museum Purchase Plan Supplementary Information Sheet

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Museum Advisory Panel in making its recommendations. If applicants wish to supply additional information, they should submit no more than one page (8-1/2" x 11") with the Supplementary Information Sheets.

Name of Applicant: _____

1. Please describe the types of works or specific works that might be acquired with the purchase funds. If you are unable to identify the works of art you might purchase, submit a list of artists you are considering.

2. What recent exhibitions of contemporary American art have been organized by your museum? Please send sample catalogues of the former (one of each exhibition) if possible.

3. Please list a number of the more important works by contemporary American artists purchased by your museum within the last three years.

4. What person would be responsible for selecting works purchased under this plan? Please describe their qualifications.

**Recommendation for Applicant under the
Fellowship for Museum Professionals Program**

Name of Applicant: _____
(please type)

How long have you known the applicant? Please comment on the applicant's project and her/his ability to fulfill her/his commitment. Do you think that this project will improve the applicant's professional qualifications? (If you need additional pages, please attach.)

Name: _____
(please type)

Address: _____

Signature: _____ **Date** _____

If the applicant filed her/his application under the October 3, 1977 deadline, this form should be returned by October 17, 1977. Please return this form to Museum Program, National Endowment for the Arts, Washington, D.C. 20506. Attn: Fellowships for Museum Professionals.

Note to Applicant: Be sure to attach description of proposed project to this form.



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(please type)

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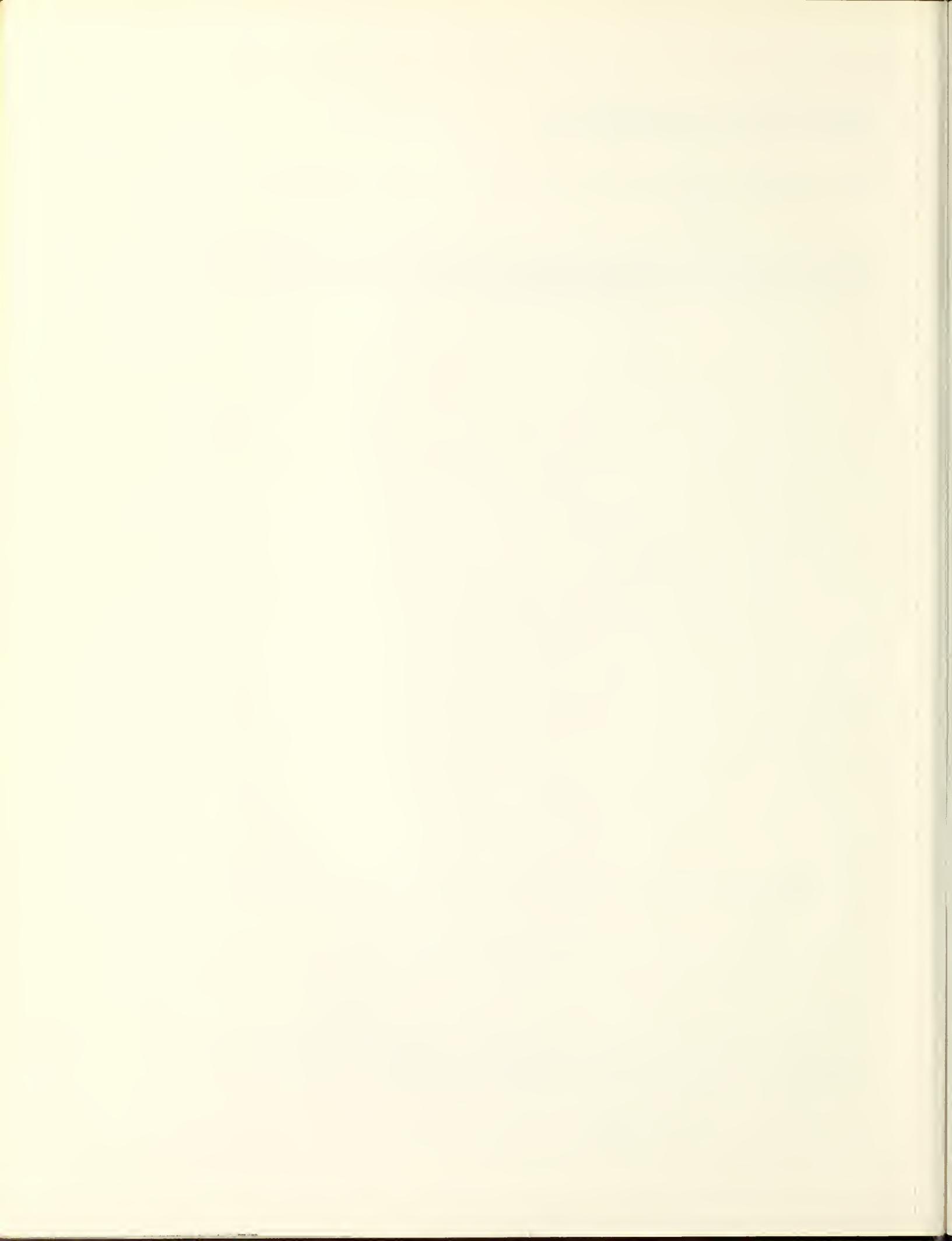
Name: _____
(please type)

Address: _____

Signature: _____ **Date** _____

If the applicant filed her/his application under the October 3, 1977 deadline, this form should be returned by October 17, 1977. Please return this form to Museum Program, National Endowment for the Arts, Washington, D.C. 20506. Attn: Fellowships for Museum Professionals.

Note to Applicant: Be sure to attach description of proposed project to this form.





**Assurance of Compliance With National Foundation on the Arts and the Humanities
Regulations Under Title VI of the Civil Rights Act of 1964**

(hereinafter called the "Applicant") **Hereby Agrees That** it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and all requirements imposed by or pursuant to the Regulations of the National Foundation on the Arts and the Humanities (45 C.F.R. Part 1110) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Foundation; and **Hereby Gives Assurance That** it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Foundation, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Foundation.

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Foundation, including installment payments after such date on account of applications for Federal financial which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appears below is authorized to sign this assurance on behalf of the Applicant.

(Applicant)

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Background. Section 601 et seq. of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 78 Stat. 241) provides that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, and requires that each government agency which is empowered to extend such financial assistance shall issue rules and regulations effectuating Title VI (Sections 601-605) of the Act with respect to such programs or activities administered by the agency. Subject to certain exceptions regarding admission policies and certain religious and military institutions, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq., 86 Stat. 235) prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

NFAH Regulation. Section 1110.4 of the NFAH Regulations (45 C.F.R. Part 1110) requires, as a condition to the approval of a grant, that the Applicant execute the Assurance of Compliance Form, whether or not a comparable form has been filed with another agency.

Assurance of Compliance. The Applicant referred to in the Form is the organization itself, whose Chief Executive Officer or comparable official should sign the Assurance. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with the other material which is to be returned to the Foundation. Once a properly executed Assurance Form has been filed with NFAH, it will serve as the assurance for all future applications to NFAH, and for this reason the Applicant should verify the accuracy of the assurance from time-to-time.

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This index is primarily designed to help you locate project areas funded by the Museum Program. Funding is not necessarily limited to the headings.

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Application Number—Endowment use only _____ Date _____

Museum Program

Applicant/Organization
(IRS Name) _____

Project Category
(See Reverse Side) _____

Amount Requested _____

Total Project Costs _____

Do not separate

Please address the reverse side of this card to yourself.
Complete and return this entire card with application. Do not separate.

(Project Description)

This is to acknowledge receipt of your application to the National
Endowment for the Arts. In all future inquiries please refer to your
application number which is:

Application Number—Endowment use only _____ Date _____

Aid to Special Exhibitions
Museum Purchase Plan
Cooperative Programs
Museum Education
Utilization of Museum Collections
Catalogue
Conservation
Renovation (Climate Control, Security, Storage)
Museum Training
Services to the Field
Fellowships for Museum Professionals
Visiting Specialists
General Programs

National Endowment
for the Arts
Washington, D.C. 20506
Mail Stop 502

Official Business

Postage and Fees Paid
National Foundation on
The Arts and
The Humanities





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Arts and The Humanities

